



Trustee Recruitment Policy

The statement of general policy of Milton Keynes Churches Together Trust (hereafter referred to as “The Trust” or CTMKT) is:

1. Statement

The Trust recognises that an effective Board of Trustees is essential if the charity is to be effective in achieving its objects.

The Board must seek to represent the people with whom the charity works, and must have available to it all of the knowledge and skills required to run the charity.

Individual trustees must have sufficient knowledge, both of trusteeship in general and of the Trust's activities, to enable them to carry out their role and to represent the Trust at meetings and other events.

This policy sets out how CTMKT intends to recruit a robust and effective Board of Trustees and is also supported by our Diversity Strategy, which is also reviewed annually.

2. Composition of the Board of Trustees

The Trust seeks to have a maximum of 12 appointed Trustees on its Board. The minimum number allowed is 3.

All elected Trustees will be:

- a) Legally entitled to be a Trustee of a UK-based charity;
- b) Over the age of 18;
- c) A minister or member of a congregation in membership of CTMKT.

The Trust will endeavour to ensure when possible, that the Board is made up of at least 30% of women and at least 30% men as members.

CTMKT will endeavour to include a diverse reach of membership of the Board, including (but not limited to) representing BME groups, a wide age group and disabled people.

The Board of Trustees has the right to invite advisors to the Trust board meetings on matters that are relevant and appropriate to successfully run the organisation, or to support gaps of knowledge of the current board e.g. charity expert, denominational representative, etc. Invitees will not have voting rights at meetings held.

3. Trust Nominations Sub-committee

When a need has been identified to recruit Trustees, the Trust Nominations Sub-committee will manage the process. This will include the Chair, and at least one other Trustee, together with any other people deemed appropriate by the Trustees. The sub-committee will have responsibility for ensuring that a transparent recruitment and induction process is carried out. Responsibility for recruiting Trustees will not be delegated to employees, although employees may be given specific administrative tasks by the sub-committee.

4. Skills Audit

A skills audit is carried out annually. If a member leaves the Board, the audit will be utilised to review the gaps of provision of experience and knowledge. Consideration will also be given to any specific roles or duties that the individual leaving the Board was undertaking.

5. Recruitment

Once the ideal skill/experience profile has been identified, a recruitment plan will be formulated. This will identify the most appropriate resources from which applicants might be found. Preference should be given to advertisement through CTMK member congregations over approaches to personal contacts, as the intention is to promote diversity and to avoid conflicts of interest.

The Trust seeks to ensure diversity in its Board of Trustees as well as in its staff base, and consideration will be given to ways in which groups that are under-represented on the Board might be reached and encouraged to apply. However, at the point of selection the Board will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.

People enquiring about becoming Trustees will be sent appropriate documentation about CTMKT, introductory material about trusteeship, and will be asked to complete an application form.

Arrangements will be made to assist any potential applicant with specific needs in relation to completion of the form or access to the supporting materials.

6. Interview, Selection and Appointment

When recruiting new members to the Board, applicants whose skills best match the needs of the Board will be interviewed by both the Chair and the Treasurer in the first instance.

At this stage, suitable candidates will be provided with:

- a copy of the latest accounts of the charity;
- Charity Commission Publication CC3 - 'Responsibilities of Charity Trustees';
- a copy of CTMKT's governing document;
- a copy of the minutes of the last three board meetings (edited to conform with the principles of data protection if necessary);
- a Trustee job description;
- relevant policies, including those regarding equal opportunities and conflicts of interest;
- CTMKT's most recent strategy document;
- a copy of this policy.

Those who appear to be the most suitable applicants will be invited to attend a Trustee meeting as an observer, and will receive further information regarding the role of becoming a Trustee. In the event of there being a large number of applicants, those best matching the skills required will be

approached at this stage in preference to less suitable applicants. However, consideration will be given to appointing more than one suitable applicant where vacancies allow.

The applicant will then be interviewed by the Board, and efforts will be made to answer any questions that they may have. The applicant will be asked to declare any conflicts of interest and will be required to provide two references, which will be taken up prior to the next board meeting. The applicant will be required to sign a declaration that they are not disqualified from being a Trustee, as per section 72 (1) of The Charities Act 1993.

The applicant will then be asked whether or not they wish to be appointed, and will be given the opportunity to attend a further meeting as an observer should they wish to do so.

Once both parties (the Board and the applicant) are in agreement, a vote will be taken in accordance with the procedure for appointing co-opted Trustees detailed in the governing document.

7. Interview, Selection and Appointment

The new Trustee will receive an induction pack, which will include a number of policies, Trustee Declaration form, Responsibilities of a Trustee, Articles of Association, annual accounts, last three sets of minutes, Business Continuity Plan, Trustee job description and Declaration of Interest.